unicef

United Nations Children's Fund
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Fondo de las Naciones Unidas para la Infancia

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Chapter IV
12 August 1992

ORGANIZATION OF THE SECRETARIAT OF THE UNITED NATIONS CHILDREN'S FUND

CHAPTER IV. OTHER SECRETARIAT COMMITTEES

The present chapter describes the current composition and functions of other secretariat committees.

IV. OTHER SECRETARIAT COMMITTEES

The composition and functions of other UNICEF secretariat committees are shown below.

Appointment and Placement Committees

Appointment and Placement Committees were established at headquarters under the provisions of United Nations staff rule 104.14. The Committees make recommendations to the Executive Director, or head of office in the case of local staff, in respect of the appointment of new staff to fill vacant posts, the review of contractual status at appropriate times and the placement of existing staff in vacant posts on the basis of their qualifications and performance. There are three Committees at headquarters: two deal with all international Professional staff on a global basis (one for P-4 and P-5 levels; one for P-1 to P-3 levels); and one handles General Service staff at headquarters. The membership of the Committees is decided by the Executive Director, following consultation with staff representatives. The Committees elect their own chairmen. Senior staff appointments (representatives, assistant representatives and D-1 and D-2 posts) are reviewed by the Senior Staff Review Committee chaired by the Executive Director.

At almost all UNICEF field offices, there are Appointment and Placement Committees that are established following staff consultations. They make recommendations to the heads of offices with respect to the appointment and placement of General Service and national Professional staff.

Joint Consultative Committees

In accordance with the provisions of United Nations staff regulation 8.2, Joint Consultative Committees have been established both at headquarters and at the field level. They provide for a systematic two-way channel of communication between the administration and staff on all administrative and personnel policies and practices affecting UNICEF. There are two Committees at headquarters: one deals with global matters, and the other with matters at the New York office. The Committees normally meet once a month to review notices and procedures in the area of personnel administration and management that are being developed by the administration or that are being proposed by the staff through the Executive Committee of the UNICEF Global Staff Association (or the New York Staff Committee in the case of the New York office).

Similar consultative committees exist at all other offices, which review conditions of service, staff welfare and other issues that are of local rather than global concern. These groups comprise representatives of local staff associations or committees and the management of the office concerned.

Ombudsperson's panels

A grievance procedure has been established in UNICEF to offer the staff an informal means that they may choose to use in an attempt to conciliate disagreements between staff members, between staff members and supervisors and between staff members and the administration, by seeking mutually acceptable solutions before resorting to formal administrative recourse procedures. This procedure provides that each office with 15 staff members or more can select its own ombudsperson(s), whose function will be to investigate complaints and to propose conciliatory means of resolution.

Contract Review Committees

The Contract Review Committee at headquarters reviews and approves all recommendations involving contracts of $40,000 or more to a single supplier. Contract Review Committees have also been established at certain field offices in view of increased local procurement, applying either the same level of $40,000 or more at Geneva, Copenhagen, Bangkok and New Delhi, and $20,000 or $10,000 in other offices. The members at headquarters include the Comptroller, who serves as Chairman, or his delegate(s), and staff members of the Division of Personnel and the Programme Division. The members at field offices authorized to undertake procurement include at least three staff members not taking part in procurement.

Insurance Survey Board

The Insurance Survey Board monitors the UNICEF self-insurance scheme and approves purchases of commercial insurance when certain value limits are reached. The members include the Comptroller, who serves as Chairman, and the Directors of the Division of Personnel, Programme Division and Supply Division. The Manager of Operations at the UNICEF warehouse at Copenhagen serves as secretary to the Board.

Property Survey Board

The Property Survey Board rules on the disposition, either by sale or transfer to Governments, of damaged or surplus UNICEF property. The Board consists of the Director, Division of Personnel (Chairman); the Director, Supply Division; and the Chief, Finance Section (Secretary).

Local property survey boards have been established at GCO and at certain field offices to undertake functions corresponding to those discharged by the Property Survey Board at headquarters. These local survey boards are normally composed of a minimum of three persons: the UNICEF representative or the representative's deputy, as Chairman; a programme officer; and either one or both of the following staff members - the administrative and finance officer and the supply officer.

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ORGANIZATION OF THE SECRETARIAT OF THE UNITED NATIONS CHILDREN'S FUND

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This chapter describes the current composition and functions of other secretariat committees.

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At almost all UNICEF field offices, there are Appointment and Placement Committees that are established following staff consultations. They make recommendations to the heads of offices with respect to the appointment and placement of General Service and national Professional staff.

Job classification panels

Job classification panels are established in offices world wide to review and classify posts according to the International Civil Service Commission master standard, which is applied to all posts in the United Nations Common System.

Joint Consultative Committees

In accordance with the provisions of United Nations Staff Regulation 8.2, Joint Consultative Committees have been established both at headquarters and at the field level. They provide for a systematic two-way channel of communication between the administration and staff on all administrative and personnel policies and practices affecting UNICEF. There are two Committees at headquarters: one deals with global matters, and the other with matters at the New York office. The Committees normally meet once a month to review policies and procedures in the area of personnel administration and management that are being developed by the administration or that are being proposed by the staff through the Executive Committee of the UNICEF Global Staff Association (or the New York Staff Committee in the case of the New York office).

Similar consultative committees exist at all other offices, which review conditions of service, staff welfare and other issues that are of local rather than global concern. These groups comprise representatives of local staff associations or committees and the management of the office concerned.

Ombudsperson's panels

A grievance procedure has been established in UNICEF to offer the staff an informal means that they may choose to use in an attempt to conciliate disagreements between staff members, between staff members and supervisors and between staff members and the administration, by seeking mutually acceptable solutions before resorting to formal administrative recourse procedures. This procedure provides that each office with 15 staff members or more can select its own ombudsperson(s), whose function will be to investigate complaints and to propose conciliatory means of resolution. Staff who are not satisfied with the outcome of these proceedings may pursue their cases through the more formal channels of the United Nations Joint Appeals Board.

Contract Review Committees

The Contract Review Committee at headquarters reviews and approves all recommendations involving contracts of $70,000 or more to a single supplier. Contract Review Committees have also been established at certain field offices in view of increased local procurement, applying either the same level of $70,000 at Copenhagen, $40,000 or more at Geneva, Bangkok and New Delhi, and $20,000 or $10,000 at other offices. The members at headquarters include the Comptroller, who serves as Chairman, or his delegate, and staff members of the Office of Administrative Management and the Programme Division. At field offices authorized to undertake procurement, the committees include at least three staff members not taking part in procurement.

Insurance Survey Board

The Insurance Survey Board monitors the UNICEF self-insurance scheme and approves purchases of commercial insurance when certain value limits are reached. The members include the Comptroller, who serves as Chairman, and the Directors of the Office of Administrative Management, Programme Division and the Supply Division, or their designates. The Manager of Operations at the UNICEF warehouse at Copenhagen serves as secretary to the Board.

Property Survey Board

The Property Survey Board rules on the disposition, either by sale, transfer, donation or disposal of surplus, obsolete or damaged UNICEF administrative and project property.

At New York headquarters, the Board consists of the Comptroller (Chairman); the Directors of the Supply Division and the Division of Personnel; and the Finance Officer (Secretary).

In field offices and the Greeting Card and related operations, local property survey boards have been established to undertake functions corresponding to those discharged by the Property Survey Board at headquarters. These local survey boards are normally composed of a minimum of three persons: the UNICEF representative or the representative's deputy, as Chairman; a programme officer; and either one or both of the following staff members - the administrative and finance officer and the supply officer.